

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: III-B

Master Plan Category: MARKETING/COMMUNITY (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To change parental mindsets by delivering EQUITABLE and STANDARD TECHNOLOGY in our schools, homes, and community "getting the best bang for our buck"(GTBBFOB) by opening campuses in the evenings.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Identify and train community volunteers per attendance area.	Jan 1999  Dec. 1999	<ul style="list-style-type: none"> <li>complete technology proficiency profiles</li> <li>home-use inventory</li> <li>configuration training</li> <li>site hardware and software needs</li> <li>supplies and funding</li> </ul> <p>BUDGET: Campus and district funds</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>VISA</li> <li>CEIC</li> <li>Community</li> <li>Parents</li> <li>Business</li> </ul>	<ul style="list-style-type: none"> <li>analysis of proficiency profiles</li> <li>training offerings</li> <li>products that facilitate demonstrating proficiencies</li> </ul>
2. Market technology training and accessibility to workstations.	Sept. 1999  Ongoing	<ul style="list-style-type: none"> <li>supply dollars</li> <li>publication</li> <li>advertisement</li> <li>extra-duty funding</li> </ul> <p>BUDGET: Campus and district budgets</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>VISA</li> <li>Technology Committees</li> </ul>	<ul style="list-style-type: none"> <li>10% annual increase in use</li> <li>60% parental satisfaction with accessibility</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: III-C

Master Plan Category: MARKETING/COMMUNITY (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To market technology choices and attract new students to the district by SHOWCASING OUR SUCCESSES in technology related support programs.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Identify technology use related programs in the district and market these programs with a district-wide campaign.	Aug. 1998  Ongoing	<ul style="list-style-type: none"> <li>• survey of schools</li> <li>• funds for marketing</li> <li>• TV, radio, print media time</li> </ul> <p>BUDGET: \$25,000 annually from local 7M technology funds</p>	L. Araujo	<ul style="list-style-type: none"> <li>• M.Soto</li> <li>• Principals</li> <li>• Program Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• 2% increase in enrollment from the districts</li> <li>• 20% increase in avenues to market</li> </ul>
2. Develop and implement a process to track students from school to tech-related professions.	Dec. 1998 to Aug. 1999	<ul style="list-style-type: none"> <li>• time</li> <li>• extra-duty pay</li> <li>• database</li> </ul> <p>BUDGET: District budget. To be defined in fall '98</p>	M. Soto	<ul style="list-style-type: none"> <li>• B. Bennet</li> <li>• Partner in Education</li> <li>• H.S. counselors</li> </ul>	<ul style="list-style-type: none"> <li>• process for tracking graduates in technology professions</li> <li>• increase linkages to business community</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: IV-A

Master Plan Category: COMMUNICATIONS / ATTITUDE (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To educate YISD educators (faculty and administrators) that the YISD TECHNOLOGY plan CAN ENHANCE THE LEARNING PROCESS, encourage parental involvement, and increase teacher effectiveness.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Educate YISD personnel on state technology use mandates that impact the district.	Start Aug. 1998	Ongoing	<ul style="list-style-type: none"> <li>time</li> <li>inservice training</li> <li>facilitator knowledgeable of mandates and TEKS</li> <li>documents to support training</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>Program Coordinator</li> <li>Instructional Teams</li> </ul>	<ul style="list-style-type: none"> <li>teacher use of technology is evidenced in PDAS and student products</li> </ul>
2. Hire a minimum of five (5) technologists per attendance area.	Dec. 1999	then ongoing	<ul style="list-style-type: none"> <li>funding</li> <li>needs assessment of area</li> <li>specific job descriptions</li> <li>space and facilities</li> <li>training and update needs</li> </ul> <p>BUDGET: District &amp; local campus funds</p>	M. Soto	<ul style="list-style-type: none"> <li>C. Walters</li> <li>A. Trujillo</li> <li>Principals</li> <li>MIS</li> <li>CEICs</li> <li>Tech. Committee</li> </ul>	<ul style="list-style-type: none"> <li>75% satisfaction with availability, accessibility to technology.</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: V-A

Master Plan Category: FINANCIAL (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To improve the delivery of services and equipment through AN IMPROVED BID PROCESS that aligns the competitive market process with the educational focus so that the receipt of goods does not impair the teaching and learning process.

## TACTIC (S)

Tactics (Activities)	Begin Date    End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Review with each campus the district's technology funding and procurement rationale and process.	by Sept. 1998	<ul style="list-style-type: none"> <li>trainers</li> <li>online bid information</li> <li>current process information (bids, budgeting, etc. )</li> </ul> <p>BUDGET: Personnel resources</p>	T. Trujillo	<ul style="list-style-type: none"> <li>Principals</li> <li>Campus procurement personnel</li> <li>S. Davis</li> <li>H. Aranda</li> </ul>	<ul style="list-style-type: none"> <li>100% of campuses understand the processes and rationale for technology funding and procurement</li> </ul>
2. Provide ongoing training on procurement for campus and departments for the entire district.	NOW  Ongoing	<ul style="list-style-type: none"> <li>training program</li> <li>materials</li> <li>TEC references</li> </ul> <p>BUDGET: Personnel resources</p>	H. Aranda	<ul style="list-style-type: none"> <li>campus procurement personnel</li> </ul>	<ul style="list-style-type: none"> <li>create multiple skills facilitating procurement at every campus and dept.</li> </ul>
3. Create TECHNOLOGY PROCUREMENT TEAM to consult with every campus and department needing assistance.	by Aug. 1999	<ul style="list-style-type: none"> <li>review UTEP procurement team model</li> <li>TEC reference</li> <li>YISD specific needs defined by campus</li> <li>team staffing and funding</li> <li>minimum standards</li> </ul> <p>BUDGET: Personnel resources</p>	R. Hoshing	<ul style="list-style-type: none"> <li>Campus techs</li> <li>System engineers</li> <li>Tech. Task Force</li> </ul>	<ul style="list-style-type: none"> <li>improved delivery cycle</li> <li>standardization of systems delivered and supported</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: V-A (Continued)

Master Plan Category: FINANCIAL (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To improve the delivery of services and equipment through AN IMPROVED BID PROCESS that aligns the competitive market process with the educational focus so that the receipt of goods does not impair the teaching and learning process.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
4. Define the process, rules, etc. for EMERGENCY TECHNOLOGY PROCUREMENT	May 1998 to	Aug. 1998	<ul style="list-style-type: none"> <li>define "emergency"</li> <li>rules for emergency procurement</li> <li>inventory of vendors / suppliers who can deliver</li> <li>pricing, fees for emergencies</li> <li>in-house WEB</li> </ul> <p>BUDGET: Personnel resources</p>	H. Aranda	<ul style="list-style-type: none"> <li>Principals</li> <li>District Procurement Teams</li> <li>Campus techs</li> </ul>	<ul style="list-style-type: none"> <li>track emergencies being satisfied</li> <li>process to assess cost for emergencies</li> </ul>
5. Create online TECHNOLOGY VENDOR AND SERVICE PROVIDER SYSTEM		by August 1998	<ul style="list-style-type: none"> <li>updated databases</li> <li>access to databases</li> <li>process to request / receive quotes from vendors and providers</li> <li>training</li> <li>vendor standards and pricing lists</li> <li>DIR state lists</li> <li>methodology to satisfy low \$ items</li> </ul> <p>BUDGET: Personnel resources</p>	R. Hoshing	<ul style="list-style-type: none"> <li>vendors</li> <li>H. Aranda</li> <li>Procurement teams</li> <li>C. Walters</li> </ul>	<ul style="list-style-type: none"> <li>operational vendor systems that deliver procurement service</li> <li>procurement and service cycle time is reduces</li> </ul>
6. Revisit 100% of campus' internal process and resources used for procurement.		by Oct. 1998	<ul style="list-style-type: none"> <li>identify / define campus procurement rules</li> <li>assess tools available</li> </ul> <p>BUDGET: Personnel resources</p>	H. Aranda	<ul style="list-style-type: none"> <li>Principals</li> <li>Campus procurement personnel</li> </ul>	<ul style="list-style-type: none"> <li>reduce procurement cycle</li> <li>create by campus a set of recommendations to improve procurement process</li> </ul>

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Goal: V-A (Continued)

Master Plan Category: FINANCIAL (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To improve the delivery of services and equipment through AN IMPROVED BID PROCESS that aligns the competitive market process with the educational focus so that the receipt of goods does not impair the teaching and learning process.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
7. Conduct a mandatory TECHNOLOGY PLAN WORKSHOP to include: <ul style="list-style-type: none"> <li>• training</li> <li>• technology procurement</li> <li>• technology funding and budget</li> <li>• CAP integration</li> <li>• vendor relations</li> <li>• resource available</li> <li>• etc.</li> </ul>	by 3Q 1998 and monthly thereafter		<ul style="list-style-type: none"> <li>• training program with plenary / breakout session format</li> <li>• YISD Technology Plan</li> <li>• CAPs</li> <li>• monthly updates</li> <li>• workshop schedule</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• H. Aranda</li> <li>• Principals</li> <li>• Dept. chairs</li> <li>• MIS</li> <li>• at least 2 key people per campus</li> <li>• campus techs</li> <li>• budget clerks</li> </ul>	<ul style="list-style-type: none"> <li>• awareness of information</li> <li>• equal playing field</li> <li>• campus reps focused on technology use and integration</li> <li>• maximize technology ROI</li> </ul>
8. As part of each CAMPUS TECHNOLOGY PLAN, define five (5) priorities per campus per year relating to instructional initiatives supported by technology	same timing as CAP and Campus Tech Plans for 1998-1999		<ul style="list-style-type: none"> <li>• campus staff</li> <li>• CEICs</li> <li>• technology expertise</li> <li>• Division of Technology</li> </ul> <p>BUDGET: Personnel resources, campus &amp; district technology plan</p>	M. Soto	<ul style="list-style-type: none"> <li>• principals</li> <li>• CEICs</li> <li>• CAP writers</li> <li>• campus techs</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of campuses have top (5) priorities in campus technology plans and CAPs</li> </ul>
9. Participate in regional and state-wide PURCHASING CONSORTIUMS..	starting summer of 1998		<ul style="list-style-type: none"> <li>• partnerships</li> <li>• study purchasing consortiums (regional and statewide)</li> </ul> <p>BUDGET: Personnel resources</p>	H. Aranda	<ul style="list-style-type: none"> <li>• District Tech. Task Force</li> <li>• District teams</li> <li>• Consortiums</li> </ul>	<ul style="list-style-type: none"> <li>• participation leading to improved savings and user value</li> <li>• improved technology use and learning in the classroom</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: V-B

Master Plan Category: FINANCIAL (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To build a shared vision and commitment to an organized and EFFICIENT USE OF VARIED FUNDING for full integration of technology into YISD, planning with the school community on how to commit proper funding for equipment, personnel, maintenance, and construction.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Establish YISD FOUNDATION FOR TECHNOLOGY fund.	Start June 1998	and ongoing	<ul style="list-style-type: none"> <li>• model after the YISD Education Foundation</li> <li>• legal expertise</li> <li>• pursue the funding sources</li> <li>• corporations and foundations</li> <li>• funding program</li> </ul> <p>BUDGET: Personnel resources, \$5,000 start up funds</p>	M. Soto	<ul style="list-style-type: none"> <li>• D. Archuleta</li> <li>• L. Araujo</li> <li>• YISD legal</li> <li>• T. Martinez</li> <li>• corporations</li> </ul>	• raise \$1 million dollars per year
2. Pursue collaborative grants for technology use funding.	June 1998	and ongoing	<ul style="list-style-type: none"> <li>• database of eligible technology driven grant sources</li> <li>• grant writers</li> <li>• matching fund program</li> <li>• seed money</li> <li>• assess history of technology grants</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• D. Archuleta</li> <li>• campus input</li> <li>• interested parties for grant writing</li> </ul>	• raise \$1 million dollars per year
3. Explore FINANCING and FUNDING options for district and campuses to present to the CEIC teams.	by Spring 1999		<ul style="list-style-type: none"> <li>• multi-year financing and budgeting timelines for campus tech. projects</li> <li>• identify ownership for multi-year technology projects</li> <li>• vendor financing options</li> </ul> <p>BUDGET: Personnel resources to develop options</p>	C. Walters	<ul style="list-style-type: none"> <li>• M. Soto</li> <li>• R. Hoshing</li> <li>• Principals</li> <li>• Campus techs</li> </ul>	• Campuses and district have alternative technology financing options

# MASTER PLAN WORKSHEET

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Goal: V-B (Continued)

Master Plan Category: FINANCIAL (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To build a shared vision and commitment to an organized and EFFICIENT USE OF VARIED FUNDING for full integration of technology into YISD, planning with the school community on how to commit proper funding for equipment, personnel, maintenance, and construction.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
4. Continue input process from campuses regarding what SOFTWARE APPLICATIONS to pursue and evaluate for district licensing (both instructional and operational systems).	Start 1998-1999	and ongoing	<ul style="list-style-type: none"> <li>experienced instructional expertise regarding software</li> <li>solid YISD negotiators</li> <li>legal input</li> </ul> <p>BUDGET: \$500,000 per yr. from state technology allotment</p>	M. Soto	<ul style="list-style-type: none"> <li>S. Holmes</li> <li>secondary teachers</li> <li>elementary teachers</li> <li>MIS</li> <li>central office depts.</li> </ul>	<ul style="list-style-type: none"> <li>annual recommended list of integrated software applications per year with licensing to save monies</li> </ul>
5. Establish for technology use, an ANNUAL FUNDING PLAN by campus that includes: <ul style="list-style-type: none"> <li>equipment</li> <li>support services and maintenance</li> <li>facilities</li> <li>construction</li> <li>furniture and fixtures</li> <li>utilities</li> </ul>	Starting 1998-	1999	<ul style="list-style-type: none"> <li>revisit rules for use of matching funds</li> <li>increased matching funding ratios</li> <li>alternative funding strategies</li> <li>"carry over" funding strategies for technology to reward schools with operational efficiencies</li> </ul> <p>BUDGET: Personnel resources</p>	C. Walters	<ul style="list-style-type: none"> <li>Principals</li> <li>CEICs</li> <li>Campus techs</li> <li>MIS</li> <li>C. Davis</li> </ul>	<ul style="list-style-type: none"> <li>100% of campuses have a technology funding plan on an annual basis</li> <li>campuses have flexibility and options to encumber funds for technology</li> </ul>



# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VI-A

Master Plan Category: RESOURCE MANAGEMENT

(e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To minimize retraining and enhance implementation of the YISD technology plan by implementing a HIRING CRITERIA REQUIRING TECHNOLOGY knowledge and skills.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Develop technology related skills profile by job function.	by Spring 1999		<ul style="list-style-type: none"> <li>technology proficiency skills profile (TEKS)</li> <li>TEA specs</li> <li>WORKFORCE 2020</li> <li>TWC local profiles</li> </ul> <p>BUDGET: Personnel resources</p>	B. Durret	<ul style="list-style-type: none"> <li>Cabinet</li> <li>Principals</li> <li>Campus techs</li> <li>J. Petro</li> <li>T. Bond</li> <li>Personnel Dept.</li> <li>P. Lanclos</li> </ul>	<ul style="list-style-type: none"> <li>growth in depth and breadth of technology offerings</li> <li>technology specific job profiles</li> </ul>
2. Integrate technology skills into YISD JOB DESCRIPTIONS. (SAME AS #1 ABOVE)						
3. Integrate the demonstration of technology skills in the YISD INTERVIEWING PROCESS.	by Spring 1999		<ul style="list-style-type: none"> <li>methods to demonstrate proficiencies</li> <li>lab to demonstrate skills</li> </ul> <p>BUDGET: Personnel resources</p>	B. Durrett	<ul style="list-style-type: none"> <li>Personnel Dept.</li> </ul>	<ul style="list-style-type: none"> <li>demonstration of skills and knowledge prior to job offer</li> <li>increase pool of skills in YISD</li> </ul>
4. Inform universities of YISD hiring criteria that includes technology.	Now Ongoing		<ul style="list-style-type: none"> <li>relationships with universities</li> <li>change technology course requirements</li> </ul> <p>BUDGET: Personnel resources, personnel department funding</p>	B. Durrett	<ul style="list-style-type: none"> <li>Region 19</li> <li>M. Soto</li> <li>J. Whitman</li> <li>Certification Officer</li> </ul>	<ul style="list-style-type: none"> <li>Congruency between university offerings and YISD needs.</li> <li>relevant curriculums</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VI-B

Master Plan Category: RESOURCE MANAGEMENT (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To deliver enhanced instruction, time, and programs by providing access to technology using MULTIPLE DELIVERY CHANNELS, especially to home-bound students.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Assess current channels for delivery of technology related training in the district.	by Fall 1999		<ul style="list-style-type: none"> <li>inventory of offerings</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Mentors</li> <li>S. Holmes</li> <li>S. Lambert</li> </ul>	<ul style="list-style-type: none"> <li>List of current offerings</li> </ul>
2. Identify the optimal options for higher teacher participation: <ul style="list-style-type: none"> <li>schedule, time of day</li> <li>day of week</li> <li>stipends / incentives</li> <li>formal vs. on-demand training</li> <li>type of training methods</li> <li>trainers level of delivery and instruction</li> </ul>	Fall 1998		<ul style="list-style-type: none"> <li>stipends</li> <li>incentives</li> <li>survey instrument</li> <li>analysis of survey</li> </ul> <p>BUDGET: To be defined</p>	M. Soto	<ul style="list-style-type: none"> <li>S. Holmes</li> <li>Research, Testing &amp; Eval.</li> <li>A. Holder</li> <li>Region 19</li> </ul>	<ul style="list-style-type: none"> <li>optional delivery strategies are identified</li> </ul>
3. Revisit and explore options for facilitating and procuring workstations for educators to facilitate self-study.	by Spring 1999		<ul style="list-style-type: none"> <li>access to district workstations and software</li> <li>procurement / financing programs</li> <li>negotiate "sweetheart" deals</li> </ul> <p>BUDGET: Personnel resources</p>	R. Hoshing	<ul style="list-style-type: none"> <li>C. Walters</li> <li>MIS</li> <li>Legal</li> </ul>	<ul style="list-style-type: none"> <li>procure workstations that have upgradeability, serviceability, and scalability options</li> <li>higher % of educators have workstations to do self-study</li> </ul>
4. Increase use of Paragon Cable for technology training opportunities. (SEE VI-C)						

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Goal: VI-C

Master Plan Category: RESOURCE MANAGEMENT

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Goal: To support and prepare educators to integrate technology in the classroom by developing / funding on-going and appropriate TRAINING, providing opportunities to learn and model practices.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Develop a DISTRICT TECHNOLOGY TRAINING PROGRAM and curriculum with district-wide offerings.	by Spring 1999		<ul style="list-style-type: none"> <li>District Tech. Profile Database</li> <li>formal training and staffing</li> <li>facilities / support staff</li> <li>funding / curriculum</li> <li>education tools / depts. of vendors.</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>S. Holmes</li> <li>MIS</li> <li>Network support</li> <li>Library</li> <li>Instructional Technology</li> </ul>	<ul style="list-style-type: none"> <li>formal curriculum of offerings to match YISD needs</li> <li>district calendar of offerings</li> </ul>
2. Develop in-house CAMPUS technology use skills TRAINING PROGRAM.	by Spring 1999		<ul style="list-style-type: none"> <li>CAPs</li> <li>Campus Technology Plans</li> <li>Schedule</li> <li>potential offerings</li> <li>district proficiency skill profiles</li> <li>TEKS</li> </ul> <p>BUDGET: District &amp; campus allocations</p>	M. Soto	<ul style="list-style-type: none"> <li>CEIC</li> <li>Campus techs</li> <li>Principals</li> <li>Teams</li> <li>Region 19</li> </ul>	<ul style="list-style-type: none"> <li>100% of campuses have a technology training program in-house</li> <li>included in campus calendar</li> </ul>
3. Designate local training site(s) by attendance area based on subject area, grade level, or technology availability including of-hours access for the community.	by Spring 1999		<ul style="list-style-type: none"> <li>workstation platforms / software</li> <li>trainers</li> <li>area collaboration</li> <li>funding</li> <li>district database of skills</li> <li>program manager</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>MIS</li> <li>Region 19</li> <li>Title 1 teachers</li> <li>Campus techs</li> <li>Teams</li> <li>CIS reps</li> <li>Home liaison</li> </ul>	<ul style="list-style-type: none"> <li>functional training sites per area</li> <li>higher attendance in training</li> <li>increased evidence of use (PDAS)</li> <li>portfolio of products produced</li> </ul>

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## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
4. Mandate the participation of every educator (who does not have the proficiency) in a technology class tied to each campus instructional initiative.	Aug. 1998	to May 1999	<ul style="list-style-type: none"> <li>time</li> <li>stipends / funding</li> <li>product trainers</li> <li>software</li> <li>facilities</li> <li>workstations</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>Vendors</li> <li>MIS</li> <li>Region 19</li> <li>Support teachers</li> <li>Teams</li> </ul>	<ul style="list-style-type: none"> <li>demonstrated proficiencies</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VI-D

Master Plan Category: RESOURCE MANAGEMENT

(e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To ensure effective use of all resources by PRIORITIZATION OF TECHNOLOGY IMPLEMENTATION.

## TACTIC (S)

Tactics (Activities)	Begin Date    End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Using a TECHNOLOGY AUDIT, asses the technology use literacy and readiness levels by campus.	3Q 1998 to March 1999	<ul style="list-style-type: none"> <li>assessment teams</li> <li>assessment tool (tech. audit tool)</li> <li>analysis process</li> </ul> <p>BUDGET: Personnel resources, \$10,000 from 7M local technology funds</p>	M. Soto	<ul style="list-style-type: none"> <li>MIS</li> <li>R. Hoshing</li> <li>Campus techs.</li> <li>Teams</li> </ul>	<ul style="list-style-type: none"> <li>campus specific plan to bring it on par with district norms</li> <li>plan to achieve TEKS proficiencies</li> </ul>
2. Based on #1 above and definition of the top five (5) campus project priorities, develop a technology funding plan.	by April 1999	<ul style="list-style-type: none"> <li>Technology Audit by campus</li> <li>top (5) initiatives</li> <li>Technology Plan</li> <li>CAP</li> <li>campus technology initiatives</li> </ul> <p>BUDGET: Personnel resources/district and campus allocations</p>	M. Soto	<ul style="list-style-type: none"> <li>MIS</li> <li>R. Hoshing</li> <li>Campus techs.</li> <li>Teams</li> </ul>	<ul style="list-style-type: none"> <li>clearly defined funding plan with district funding participation and support</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VI-E

Master Plan Category: RESOURCE MANAGEMENT

(e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To accommodate the needs of YISD's evolving technology plan by developing a flexible CONSTRUCTION PLAN for new facilities and refitting existing buildings.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Continue the review process of all construction projects for technology specifications, including: <ul style="list-style-type: none"> <li>• environmental (HVAC)</li> <li>• space / storage / security</li> <li>• power</li> <li>• wiring / cabling</li> <li>• networking</li> <li>• telecommunications</li> <li>• utilities</li> <li>• labeling / inventory requirements</li> <li>• etc.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Construction teams</li> <li>• telecommunications</li> <li>• vendors</li> <li>• service providers</li> <li>• information delivery systems</li> </ul> <p>BUDGET: Personnel resources</p>	E. Escobar	<ul style="list-style-type: none"> <li>• MIS</li> <li>• Construction companies</li> <li>• subcontractors</li> <li>• Principals</li> <li>• Head custodians</li> </ul>	<ul style="list-style-type: none"> <li>• construction plans with technology specifications agreed to by all parties</li> <li>• "as built" drawings are properly updated and labeled</li> </ul>
2. Review the campus / dept. technology plan and assess the building's technology infrastructure, including all environmental aspects. (SEE VI-E, #1)	Start June 1998 to June 1999	<ul style="list-style-type: none"> <li>• Technology Audit</li> <li>• Campus Technology Plan</li> <li>• CAP</li> <li>• Review team</li> <li>• Planning team</li> </ul> <p>BUDGET: Personnel resources</p>	E. Escobar	<ul style="list-style-type: none"> <li>• MIS</li> <li>• M. Soto</li> <li>• Campus techs.</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• 100% review and specific follow-up plan and schedule to bring campus up to district specifications.</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VII-A

Master Plan Category: **ORGANIZATION / MANAGEMENT**

(e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To have all educators attain a new / higher level of technological expertise by providing "INCENTIVES AND OPPORTUNITIES" for learning and use of models, tools, and resources providing positives for the exploration and productive use of new strategies.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Implement a creative INCENTIVE PROGRAM that includes: <ul style="list-style-type: none"> <li>• release time</li> <li>• PDAS</li> <li>• off hour access</li> <li>• stipends / bonuses</li> <li>• certification</li> <li>• assigned equipment</li> <li>• recognition</li> <li>• first access to new technology</li> </ul>	by Aug.	1999	<ul style="list-style-type: none"> <li>• funding</li> <li>• release time</li> <li>• HW, SW</li> <li>• communications for incentive program</li> <li>• partners</li> <li>• grant sources</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Cabinet</li> <li>• Partners in education</li> <li>• Campus techs</li> <li>• Technology Task Force</li> </ul>	<ul style="list-style-type: none"> <li>• higher motivation to seek training</li> <li>• increase in educator technology use proficiency skills</li> <li>• higher demand for training</li> <li>• ability to transfer skills to the learning process</li> </ul>
2. Annually integrate minimum of one (1) in-service day specifically for technology use skills development.	NOW to	Aug. 1999	<ul style="list-style-type: none"> <li>• staff technology trainers</li> <li>• HW / SW</li> <li>• space and training facilities</li> <li>• funding for the training</li> </ul> <p>BUDGET: Personnel to plan &amp; district &amp; campus to fund resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Cabinet</li> <li>• Trainers</li> <li>• Principals</li> <li>• Technology Task Force</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to transfer skills to the learning process</li> </ul>
3. Ensure every YISD educator has a technology use skills DEVELOPMENT PLAN specific to their needs and level of expertise.	by Aug.	1999	<ul style="list-style-type: none"> <li>• technology proficiency checklist to produce their own instructional technology development plan.</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• R. Hoshing</li> <li>• Team leaders</li> <li>• Cabinet</li> <li>• Campus techs</li> <li>• Principals</li> <li>• Tech. Task Force</li> </ul>	<ul style="list-style-type: none"> <li>• Integration of technology use into the curriculum</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VII-A. (Continued)

Master Plan Category: **ORGANIZATION / MANAGEMENT** (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To have all educators attain a new / higher level of technological expertise by providing "INCENTIVES AND OPPORTUNITIES" for learning and use of models, tools, and resources providing positives for the exploration and productive use of new strategies.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
4. Provide 100% access for INTERNET to all YISD personnel	by Aug. 2000		<ul style="list-style-type: none"> <li>• training</li> <li>• trainers</li> <li>• funding</li> <li>• HW, SW</li> <li>• facilities</li> <li>• Acceptable Use Policy</li> </ul> <p>BUDGET: District &amp; campus funding allocation</p>	R. Hoshing	<ul style="list-style-type: none"> <li>• MIS</li> <li>• INTERNET Trainers</li> <li>• Technology Task Force</li> </ul>	<ul style="list-style-type: none"> <li>• use of INTERNET to integrate technology use into the curriculum in every classroom where appropriate</li> </ul>
5. Provide 50% of al students and 100% of al employees an e-mail account.	by Aug. 2002		<ul style="list-style-type: none"> <li>• funding</li> <li>• HW / SW</li> <li>• trainers</li> <li>• support personnel</li> <li>• Acceptable Use Policy</li> </ul> <p>BUDGET: District &amp; campus funding allocation</p>	R. Hoshing	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Campus / district trainers</li> <li>• e-mail trainers</li> <li>• Principals</li> <li>• Technology Task Force</li> <li>• MIS</li> </ul>	<ul style="list-style-type: none"> <li>• enable users to communicate globally, do research, and provide self-help in order to integrate these skills into the curriculum.</li> </ul>



# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VII-B

Master Plan Category: **ORGANIZATION / MANAGEMENT** (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To promote technology as a basic skill and make available timely expertise in every level / area needed by developing a critical mass of TECHNOLOGY SUBJECT MATTER EXPERTS.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Create a data base of TECHNOLOGY PERSONNEL identifying experts and trainers by campus and district.	by Aug. 1999		<ul style="list-style-type: none"> <li>• funding</li> <li>• HW / SW</li> <li>• support personnel</li> <li>• data base design</li> <li>• definitions of levels of expertise</li> </ul> <p>BUDGET: Personnel/district resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Campus techs</li> <li>• Technology Task Force</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• use of database to enable personnel to use it as a technology skills development resource</li> </ul>
2. Provide models for the creation of sound staff development at a campus, district, and individual levels.	by Aug. 1999		<ul style="list-style-type: none"> <li>• grants</li> <li>• students</li> <li>• mentors</li> <li>• teachers</li> <li>• trainers</li> <li>• explore existing models</li> <li>• distribution of models</li> </ul> <p>BUDGET: Personnel resources, grants, 7M local tech funds</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Campus techs</li> <li>• Technology Task Force</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• increased integration of technology into the curriculum</li> <li>• create feeder expertise</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VII-C

Master Plan Category: **ORGANIZATION / MANAGEMENT** (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To ensure YISD students compete in the global community we must maintain, align, and have congruence with all stakeholders effectively implementing the district's technology through a new ORGANIZATIONAL STRUCTURE.

TACTIC (S)						
Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Approve and fund the YISD TECHNOLOGY PLAN with appropriate revisions.	by Aug. 1998	and revisit annually thereafter	<ul style="list-style-type: none"><li>• funding</li><li>• additional staffing</li><li>• additional HW / SW</li></ul> BUDGET: Pending reorganization. Budget personnel will be assigned & funded	M. Soto	<ul style="list-style-type: none"><li>• Team leaders</li><li>• Cabinet</li><li>• Technology Task Force</li><li>• Principals</li></ul>	<ul style="list-style-type: none"><li>• implementation and continuous refinement of the plan to meet the YISD DIP metrics</li></ul>
2. Demonstrate student work and projects using technology.	starting August 1999		<ul style="list-style-type: none"><li>• funding and grants</li><li>• additional staff</li><li>• HW and SW funding</li><li>• forums to show products</li><li>• programming expertise</li></ul> BUDGET: District & campus funding, grants	M. Soto	<ul style="list-style-type: none"><li>• Team leaders</li><li>• Campus techs</li><li>• Technology Task Force</li><li>• Principals</li><li>• Teachers</li><li>• Students</li></ul>	<ul style="list-style-type: none"><li>• students projects and products will demonstrate effective use of technology</li></ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VII-D

Master Plan Category: **ORGANIZATION / MANAGEMENT** (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To facilitate decision-making for more effective use of resources eliminating conflict and waster by defining SBDM vs. district management decisions regarding TECHNOLOGY PLANNING, INSTRUCTIONAL MANAGEMENT, AND ADMINISTRATION by planning, creating and implementing POLICIES for access to information by the school community.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Improve SBDM by correlating decisions with district management decisions regarding technology.	starting August 1999	<ul style="list-style-type: none"> <li>district technology plan</li> <li>district technology related policies</li> <li>process to improve dissemination of policies, procedures, and initiatives between central office and campuses</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Team leaders</li> <li>Cabinet</li> <li>Principals</li> <li>Teachers</li> <li>Students</li> <li>all personnel</li> </ul>	<ul style="list-style-type: none"> <li>quality communications</li> <li>standardization within the district</li> </ul>
2. Have 100% approval by all YISD stakeholders of the following: <ul style="list-style-type: none"> <li>acceptable use policy (AUP_</li> <li>resource guide</li> <li>ethical use policy</li> <li>copyright rules</li> <li>intellectual property policy</li> <li>other policies as appropriate.</li> </ul>	complete by Aug. 1999	<ul style="list-style-type: none"> <li>technology specialists</li> <li>policies</li> <li>Resource Guides</li> <li>YISD legal resource</li> </ul> <p>BUDGET: Personnel resources</p>	R. Hoshing	<ul style="list-style-type: none"> <li>Team leaders</li> <li>Cabinet</li> <li>Board</li> <li>Principals</li> <li>Technology Task Force</li> <li>Instructional tech. specialists</li> </ul>	<ul style="list-style-type: none"> <li>acceptable use of INTERNET and all technology resources</li> </ul>
3. Integrate Technology Specialists at each campus to update inventories, develop technology use expertise, and minimize waste and reinvention.	starting Aug. 1999	<ul style="list-style-type: none"> <li>funding</li> <li>staff</li> <li>training</li> <li>standardized template for the collection of campus and departmental inventory data (equipment, tools, skills, etc.)</li> </ul> <p>BUDGET: To be determined as per plan by personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>Team leaders</li> <li>Cabinet</li> <li>Principals</li> </ul>	<ul style="list-style-type: none"> <li>ensure implementation of technology plan at every campus.</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VIII-A

Master Plan Category: SUPPORT SERVICES (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To deliver the TEACHING and LEARNING TOOLS in a timely manner.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Based on the campus and district TRAINING PLAN, to ensure the required TRAINING SYSTEMS are in place, including: <ul style="list-style-type: none"> <li>• HW / SW</li> <li>• training materials</li> <li>• space and facilities</li> <li>• trainers</li> <li>• training checklists</li> </ul>	in place by	August 1999	<ul style="list-style-type: none"> <li>• resource checklist</li> <li>• prerequisites to conduct training</li> <li>• expertise needed</li> <li>• campus and central office training needs</li> <li>• funding</li> <li>• communication system</li> <li>• WEB Master</li> </ul> <p>BUDGET: Personnel resources/electronic format funded from state monies</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Principals</li> <li>• Campus techs</li> <li>• District staff development resources</li> <li>• technology task force</li> <li>• subject matter coordinators</li> <li>• R. Hoshing</li> <li>• MIS</li> </ul>	<ul style="list-style-type: none"> <li>• clearly understood and easy to use checklist to facilitate training</li> <li>• maximize the tools and resources available for training across the district</li> </ul>
2. Publicize technology training schedule for campuses by feeder pattern and for the district using an online PIP, electronic media, and other communication tools.	complete by	Fall 1999	<ul style="list-style-type: none"> <li>• channels for communication</li> <li>• staff to disseminate information</li> <li>• WEB Master</li> <li>• channels of communications</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• Principals</li> <li>• Tech. Task Force</li> <li>• instructional tech. specialists</li> <li>• subject matter experts</li> <li>• R. Hoshing</li> </ul>	<ul style="list-style-type: none"> <li>• accessible and current schedule of technology use training available in the region</li> </ul>
3. Identify by campus the tools needed to develop technology skills (both instructional and operational systems).	by Aug. 1999		<ul style="list-style-type: none"> <li>• campus action plans (CAPs)</li> <li>• campus technology plans</li> <li>• inventory of current tools</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• CEIC</li> <li>• campus techs</li> <li>• Tech trainers</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• Valid inventory of tools available and needed by campus and dept.</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VIII-A (Continued)

Master Plan Category: SUPPORT SERVICES (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To deliver the TEACHING and LEARNING TOOLS in a timely manner.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
4. Communicate the availability and accessibility of technology tools and training offerings.	in place by August 1999	<ul style="list-style-type: none"> <li>• data base of offerings</li> <li>• Technology Use Resource Guide</li> <li>• communications channels and media</li> <li>• funding for access and use</li> </ul> <p>BUDGET: To be determined as per its development by March 1999</p>	R. Hoshing	<ul style="list-style-type: none"> <li>• Team leaders</li> <li>• CEIC</li> <li>• campus techs</li> <li>• Tech trainers</li> <li>• Principals</li> <li>• MIS</li> <li>• technology task force</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of campuses are aware and use technology offerings to build strong campus expertise</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VIII-B

Master Plan Category: SUPPORT SERVICES (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To increase efficiency by providing timely services to campus personnel (including INTRANET for our instructional and administrative community) minimizing disruption of the learning process by maximizing technology availability and accessibility by connecting communication devices in a COHERENT AND COHESIVE NETWORK.

## TACTIC (S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Fund and hire additional support personnel for both operational and administrative systems and specifically for instructional support. This includes helpdesk, PC repair, preventive maintenance, etc., and providing campuses with YISD certified maintenance provider options.	Start Fall 1998	In place by Aug. 1999	<ul style="list-style-type: none"> <li>explore outsourcing opportunities to reduce the number of work orders for maintenance</li> <li>funding commitment for staffing</li> <li>redesign the support organizational approach</li> <li>training program for the support personnel</li> <li>resource manual</li> <li>flowcharts for trouble-shooting</li> <li>application profile by campus</li> <li>system and application standards regarding what will be supported</li> <li>CAPs</li> <li>Campus Technology Plans</li> </ul> <p>BUDGET: District funds, (\$19,950 from Div. of Technology, \$19,953 from comp repair)</p>	R. Hoshing	<ul style="list-style-type: none"> <li>Team leaders</li> <li>Principals</li> <li>CEICs</li> <li>service providers</li> <li>M. Soto</li> <li>AST (Stokes)</li> <li>EPCC</li> <li>Adult Learning Center</li> <li>Tech. Magnet School</li> <li>MIS</li> </ul>	<ul style="list-style-type: none"> <li>24 hour response time</li> <li>1000:1 ratio of devices to support personnel</li> <li>take advantage of warranties</li> <li>effective use of outside service providers</li> <li>use of technology of students, parents, and staff</li> <li>list of certified providers that satisfy campus needs</li> </ul>
2. Conduct an annual survey of the user community regarding maintenance support.	Fall 1999	Dec. 1999	<ul style="list-style-type: none"> <li>survey instrument</li> <li>survey staff and funding</li> </ul> <p>BUDGET: District funds (Div. of Tech and comp repair budgets)</p>	R. Hoshing	<ul style="list-style-type: none"> <li>Principals</li> <li>Campus techs</li> <li>District teams</li> <li>MIS</li> </ul>	<ul style="list-style-type: none"> <li>definitive results and data to improve maintenance support strategies</li> </ul>

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VIII-B. (Continued)

Master Plan Category: SUPPORT SERVICES (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To have all educators attain a new / higher level of technological expertise by providing "INCENTIVES AND OPPORTUNITIES" for learning and use of models, tools, and resources providing positives for the exploration and productive use of new strategies.

## TACTIC(S)

Tactics (Activities)	Begin Date	End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
3. Implement INTRANET applications.	Start Fall 1998	Complete by Spring 2000	<ul style="list-style-type: none"> <li>• software solutions with district licensing</li> <li>• hardware</li> <li>• funded support personnel</li> <li>• systems management</li> <li>• training and trainers</li> <li>• acceptable use policy</li> <li>• implementation timetable and plan</li> <li>• application support plan</li> </ul> <p>BUDGET: District funds provide personnel, policy, &amp; planning. Local technology funds can provide hardware, software, &amp; training</p>	• R. Hoshing	<ul style="list-style-type: none"> <li>• Campus techs</li> <li>• campus technology support personnel</li> <li>• principals</li> <li>• district teams</li> <li>• vendors</li> <li>• technology task force</li> </ul>	• improved communication effectiveness and efficiency
4. Provide district publishing in an electronic format  (SEE VIII-A, #4)						

# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: VIII-C

Master Plan Category: SUPPORT SERVICES

(e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To maximize INTERNAL OPERATIONAL SERVICES (financial, human resources, etc.) by using the technology that is appropriate for each operations.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Conduct a self-evaluation by campus of their effective use of operational / administrative systems.	Early 1999	<ul style="list-style-type: none"> <li>• survey instrument</li> <li>• funding</li> <li>• resources</li> <li>• inventory of personnel and operational applications used by campus</li> </ul> <p>BUDGET: Personnel resources</p>	M. Soto	<ul style="list-style-type: none"> <li>• R. Hoshing</li> <li>• campus para-professionals</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• self-evaluation that leads to additional training or resources committed by campus</li> </ul>
2. Assess the congruency between instructional and administrative systems and build interfaces. Congruency should focus on systems, applications, and functional use.	Now  Complete by January 1999	<ul style="list-style-type: none"> <li>• profile of systems used district-wide</li> <li>• assessment process for both intra-campus and campus to district systems</li> </ul> <p>BUDGET: Division of technology funds</p>	R. Hoshing	<ul style="list-style-type: none"> <li>• M. Soto</li> <li>• Campus techs</li> <li>• Principals</li> <li>• Para-professionals</li> </ul>	<ul style="list-style-type: none"> <li>• reduce redundancy and re-invention</li> <li>• ability to migrate data between systems resulting in better decision-making</li> </ul>
3. Build service level agreements by operational applications based on the campus self-evaluations (see #1 above).	Spring 2000	<ul style="list-style-type: none"> <li>• surveys</li> <li>• service level agreements</li> <li>• user teams</li> <li>• operational system owners</li> </ul> <p>BUDGET: Div. of technology funds, some local technology funds</p>	R. Hoshing	<ul style="list-style-type: none"> <li>• J. McNicol</li> <li>• MIS</li> <li>• Principals</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed to service level contracts between users and providers</li> <li>• minimized disruption of the learning process</li> </ul>



# MASTER PLAN WORKSHEET

Organization: YISD - Technology Task Force

Planning Timetable 5 years

Goal: IX-A

Master Plan Category: QUALITY (e.g., Curriculum, Instruction, Services/Products, Financial Plan, Management Plan, Technology Plan, Resources, Marketing/Communications, Quality)

Goal: To define and CONTINUALLY ASSESS YISD student / teacher proficiency profiles by virtue of our technology implementation strategies.

## TACTIC (S)

Tactics (Activities)	Begin Date   End Date	Skills/Resources Needed	Person Accountable	Contributors	Evaluation Criteria
1. Adapt and administer the TEKS Technology Proficiency Profile for use by YISD campuses and central office depts. by population: students, support staff, teachers, and parents.	Feb. 1998 to Jan. 1999	<ul style="list-style-type: none"> <li>TEKS Tech. Profile at every campus and dept.</li> <li>assessment and analysis instruments</li> <li>analysis process, tools and expertise</li> <li>district-wide instrument congruent with YISD and TEKS profile</li> </ul> <p>BUDGET: Personnel resources, \$75,000 local technology funds</p>	M. Soto	<ul style="list-style-type: none"> <li>Principals</li> <li>Research Test &amp; Eval. Campus techs.</li> </ul>	<ul style="list-style-type: none"> <li>proficiency profiles per campus, dept., and individual</li> <li>growth path per individual</li> </ul>
2. Analyze profile results to incorporate activities into campus action plans.	March 1999 to May 1999	<ul style="list-style-type: none"> <li>programmers with SPSS and SCANTRON experience (or other media)</li> <li>Research Test &amp; Evaluation</li> </ul> <p>BUDGET: \$40,000 salary</p>	M. Soto	<ul style="list-style-type: none"> <li>Research Test &amp; Evaluation</li> <li>Campus techs</li> <li>Principals</li> <li>CEICs</li> </ul>	<ul style="list-style-type: none"> <li>100% campus participation</li> <li>campus recommendations</li> <li>department recommendations</li> <li>integration into campus action plans</li> </ul>
3. Build a district-wide technology use training program resulting from the analysis profile.	Aug. 1999 Ongoing	<ul style="list-style-type: none"> <li>trainers</li> <li>course offerings</li> <li>flexible scheduling</li> <li>space, resources, technology</li> <li>funding for training</li> </ul> <p>BUDGET: To be determined by personnel in planning</p>	M. Soto	<ul style="list-style-type: none"> <li>Team leaders</li> </ul>	<ul style="list-style-type: none"> <li>PDAS domain improvement proficiencies</li> <li>increased of participation in course offerings</li> <li>evaluation feedback</li> <li>observation checklists of proficiencies</li> </ul>